

Submission by mail

When sending application for submission of plans the following steps are required for success. Refer to the Building Applications for Residential and for Commercial found on our web site [Forms & Documents](#).

Complete the building application in its entirety. The information on the Application is information necessary to speed the plan submission/review process. Write legibly and provide all information regarding your project. Contact information during business hours is imperative and email address is preferable for review comments. Without proper information we are unable to get questions and concerns answered on a timely basis during plan review process and can cause unnecessary delays in the plan review process.

Zoning Permits are required for all Building Permits. Trade permits are not required to have Zoning permits. If your project is within the Town Limits you must contact the Town Zoning Office @ 540-829-8260 for application. If your project is in the County, contact Zoning at 540-727-3404 for application instructions.

Two (2) copies of the plat showing location of the building and total sq. feet of the project are required. The Zoning office will generally be able to supply the plat.

Administrative Fee is due at submission. The Administrative Fee is non-refundable if the project is cancelled. If the project is not cancelled the administrative fee will be applied to the total permit fee.

Residential Building submissions require \$75.00 (residential trade permits are not required to submit plans thereby exempt from the administrative fee).

Commercial submissions (including trades), require \$75.00 for projects less than 15,000 sq.ft. -- over 15,001 sq ft \$250.00 administrative fee required.

We require 3 sets of plans at submission.

Residential projects are required to submit only Structural plans. Residential trade plans are not required, however a permit for trades are required. Plans must be on minimum 11 x 17 paper drawn 1/4" scale – copied or drawn in ink. Specify Building Code and make certain that you have signed the application form.

Commercial projects must also submit 3 sets of plans for Structural and for all Trades. A set of plans is defined individually as Electrical, Mechanical, Plumbing and Structural. Therefore, ALL 3 sets of ELECTRICAL plans must be rolled together separately from any other plans. ALL 3 sets of STRUCTURAL plans must be rolled together separately from any other plans AND so on. Do not combine the sets of drawings as one.

All County projects with private septic and water must submit a Health Permit. For residential projects (new construction/additions/remodels, etc.), adding a bedroom must submit a Health Permit. For Health Permit information, contact The Virginia State Health Department @ 540-829-7466.

COMMERCIAL PLANS additional requirements.

Registered Designer Profession's original see (if applicable) 1 original and 2 copies accepted.

Building envelope compliance with 2006 International Energy Compliance Code (I.E.C.C.) which is a Com-Check §802, §502, respectively.

Provide a Site Plan, preferably an approved set.